



# Parks and Recreation

## Staff Report

January 19, 2021

**Date:** January 13, 2021  
**To:** Recreation and Parks Commission  
**From:** Jaime Schroeder, Director of Parks and Recreation  
**Subject:** **5.f. Discussion, review and possible approval of the minutes and suggestions regarding draft City guidelines and policy relating to naming or renaming City streets, parks and other facilities from the joint meeting held by the Historical Resources Commission, Human Rights Commission, and the Recreation and Parks Commission on August 13, 2020 (For Possible Action)**

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**Summary:** A joint meeting of the Historical Resources Commission, Human Rights Commission, and the Recreation and Parks Commission was virtually held on August 13, 2020. The primary purpose of the meeting was to review and discuss the existing City guidelines regarding the naming or renaming of parks within the City of Reno and make any recommendations that may strengthen or clarify the naming/renaming guidelines. The recommendations will support an update of the current guidelines for parks and potential establishment of City wide policy to be used when naming or renaming City controlled streets, parks, buildings, and other facilities. As a result of that meeting, a list of suggestions was created. The existing City of Reno Parks and Recreation Park and Naming Guidelines document remains and is still in use. If there are no edits, staff recommends approval of the August 13, 2020 joint meeting minutes, and the list of suggestions.

**Discussion:** A joint meeting of the Historical Resources Commission, Human Rights Commission, and the Recreation and Parks Commission was virtually held on August 13, 2020. The primary purpose of the meeting was to review and discuss the existing City guidelines regarding the naming or renaming of parks within the City of Reno and make any recommendations that may strengthen or clarify the naming/renaming guidelines. The recommendations will support an update of the current guidelines for parks and potential establishment of City wide policy to be used when naming or renaming City controlled streets, parks, buildings, and other facilities. As a result of that meeting, a list of suggestions was created.

Attached to this staff report, for Recreation and Parks Commission review and action are the minutes from that meeting, as well as a list of suggestions to be included in the next draft of the City guidelines/policy. The minutes have already been approved by the Historical Resources Commission; they did not approve the list of suggestions as they did not feel the list was complete. They will be reviewing the list of suggestions again on January 14, 2021. The Human Rights

Commission is slated to review the minutes for approval on January 21, 2021.

For reference, also attached to this staff report is the entire agenda packet from the August 13, 2020 joint meeting. No action needs to be taken on this attachment.

After the Recreation and Parks Commission takes action to review the minutes and suggested list, staff from the City Manager's Office will continue use the information to create the next iteration of an overarching naming or renaming policy. The next iteration will come before the Recreation and Parks Commission for further action. Until such time, the existing City of Reno Parks and Recreation Park and Naming Guidelines document remains and is still in use.

**Recommendation:** If there are no edits, staff recommends approval of the August 13, 2020 joint meeting minutes, and list of suggestions resulting from the August 13, 2020 joint meeting.

**Proposed Motion:** I move to approve staff recommendation.

**Attachments:**

Attachment 1 – Minutes of August 13 2020 Joint Meeting and List of Suggestions

Attachment 2 – August 13 2020 Joint Meeting Agenda Packet



# MEETING MINUTES

## Joint Meeting

### HISTORICAL RESOURCES COMMISSION

### HUMAN RIGHTS COMMISSION

### RECREATION AND PARKS COMMISSION

### TELECONFERENCE MEETING

Thursday, August 13, 2020 4:00 PM

#### A. Introductory Items

##### A.1 Call to Order

The meeting was called to order at 4:08 PM

##### A.2 Roll Call (establish quorum, meeting leadership, and protocols if necessary)

Historical Resources Commission Members present: Chair Carlson, Vice-Chair Marcus, Commissioner Ferrari, Commissioner Gustin, Commissioner Hinman, Commissioner Erny

Human Rights Commission Members present: Cortney Young, Alex Goff, Bert Ramos, Sean Savoy, Scott Youngs, Atty Garfinkel, Henry Sotelo, Alexis Adams, Marco A Castro-bojorquez, Thomas Hassen, Zeina Barkawi, Erin Eddings

Recreation and Parks Commission Members present: Chair Michael Ginsburg, Vice-Chair Susan Burkhamer, Emily Lande-Rose, Peggy Nelson-Aguilar, Thomas Petersen, David Pritchett, Mac Rossi

##### A.3 Public Comment (This item is either for public comment on any action item or for any general public comment.)

As recommended by Councilmember Naomi Duerr, Claudia Hanson, City of Reno Planning Manager listed the names of those who had submitted public comments that she had forwarded to the commissioners.

##### A.4 Approval of the Agenda (For Possible Action) - August 13, 2020

Historical Resources Commission Chair Bradley Carlson asked about the role of the representatives of the Arts and Culture Commission attending this meeting. Claudia Hanson, Planning Manager answered that they do not represent the entire commission, but can present comments on behalf of the commission if they voted to do so at their last

meeting. Just as everyone else on the panel, they would be afforded three minutes to speak.

Councilmember Duerr suggested each commission approve the agenda separately.

Historical Resource Commission Chair Bradley Carlson made a motion to approve the agenda. Historical Resource Commission Vice-Chair Marcus seconded the motion, which passed unanimously.

Human Rights Commissioner Sean Savoy made a motion to approve the agenda. Human Rights Commissioner Atty Garfinkel seconded the motion which passed unanimously.

Recreation and Parks Commission Chair Michael Ginsburg made a motion to approve the agenda. Recreation and Parks Commissioner Thomas Petersen seconded the motion, which passed unanimously.

**B. Review, discussion and possible recommendations to City Council regarding City guidelines and policy relating to naming or renaming City streets, parks and other facilities. (For Possible Action)**

Claudia Hanson, Planning Manager gave an overview of this item, as well as covered the process for the attending commissioners to provide their comments.

Historical Resources Commission Chair Bradley Carlson asked if this draft will supersede existing Parks and Recreation guidelines. Claudia Hanson, Planning Manager answered that it depends on what is produced. She said a combined, city-wide document would be the result with an additional step required for a park or trail. Recreation and Parks Director Jamie Schroeder agreed.

Recreation and Parks Commission Chair Michael Ginsburg said he wanted to listen to all of the comments, but he noted many of the names of streets and parks are just names, with not much historical background provided.

Recreation and Parks Commission Vice-Chair Susan Burkhamer said she feels the same as Chair Ginsburg, and would be listening to the comments.

Recreation and Parks Commissioner Emily Lande-Rose commented that she appreciated the discussion about process rather than specifics. She also highlighted comments made by Lynne Barker about charging a nominal application fee and the City Council providing a timeline for a decision to be made on an application. Claudia Hanson, Planning Manager said the typical administrative fee charged by the city is \$50 or \$100. Commissioner Lande-Rose responded that she supports administrative costs, but that \$100 could be excessive for some people. She encouraged selecting a nominal fee that is accessible to everyone.

Recreation and Parks Commissioner Peggy Nelson-Aguilar said she did not receive comments

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from Claudia Hanson. She said naming should be done posthumously in case the person changes negatively later in their life. She commented that she is not in favor of renaming existing items, as history is very important and should not be erased. She said she likes the policy and that it makes people consider the naming before submission.

Recreation and Parks Commissioner Thomas Petersen agreed with what Chair Ginsberg and Commissioner Nelson-Aguilar said. He commented that naming is a delicate subject especially with what is happening in the country at this time. Finally, he said he was interested to hear the other comments and would like to move forward with what has already been suggested.

Recreation and Parks Commissioner David Pritchett commented on the draft procedures. He said he would rather the 120 day timeline be 60 days. He also commented on the fee structure and said that the cost to produce renamed signage and monuments should be borne by the name change applicant. He talked about the makeup of the proposed committee and suggested the committee be made up of members of each commission as well as three public members, with city staff being non-voting members.

He then asked Recreation and Parks Director Schroeder for the date that the policy was approved. Director Schroeder said she would have to research that information and report back. Recreation and Parks Manager Jeff Mann responded that the policy dates from the 2010-2011 time frame.

Claudia Hanson, Planning Manager asked Commissioner Pritchett to write out his comments as his connection was cutting out.

Recreation and Parks Commissioner Mac Rossi chose to listen to the comments and respond later in the meeting.

Human Rights Commissioner Cortney Young suggested that the language should make it clearer that members of any of the commissions may not make a name change application.

She also questioned if a new committee will be formed when applications are received. Claudia Hanson, Planning Manager answered that there is discussion about appointing members annually.

Commissioner Young asked for clarification on the role of the Geographic Names Board and City Council in this process. Claudia Hanson, Planning Manager said they would only have to give approval of a big name change recommendation that has to go to the federal level, such as renaming Peavine Mountain or Mount Rose.

Commissioner Young's final question was about wording within the proposed policy and Parks and Recreation guidelines strongly discouraging the renaming of any facility. Claudia Hanson, Planning Manager answered that because established names within a city become reference points and something the residents become accustomed to, changing them becomes cumbersome

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and costly. Recreation and Parks Manager Jeff Mann confirmed Claudia Hanson's answer. He added that there have been unofficial requests to rename parks for frequent visitors, which was the impetus for including the wording within the proposed policy.

Commissioner Young gave a suggestion to add specific consideration criteria to help the committee make a decision.

Human Rights Commissioner Alex Goff referenced recommendations submitted by Lynne Barker and distributed by Claudia Hanson, Planning Manager. He said he is in favor of these recommendations.

Human Rights Commissioner Bert Ramos asked about the origins of this process as he felt this could become a divisive issue. Claudia Hanson, Planning Manager answered that the topic of this meeting was to review internal guidelines due to lack of any city wide policy that would address questions received about proposed facility name changes.

Human Rights Commissioner Sean Savoy reiterated Commissioner Young's concern regarding how the committee is formed. He too suggested members be appointed annually rather than ad hoc.

He then suggested the document be more clear when discussing naming and renaming as it covers both processes.

Commissioner Savoy agreed with Recreation and Parks Commissioner Pritchett's recommendation that the public and commissioners be the only voting members, with city staff having no vote due to the city council making the final decision.

He talked about the negative connotation of the word "discouraged" and suggested another more positive word that conveys the seriousness of the action, and that it's not to be taken lightly. He also said no application should be prejudged, and the validity of the application determined based on established criteria.

Commissioner Savoy disagreed with the costs associated with a name change being borne by the applicant. He said cost should be part of the decision making criteria the city should use to determine if an approved name change application is valid.

Finally, he commented that criteria needs to be developed that will help determine the reason a person is being recommended for the renaming honor. He created as an example a person with a problematic past that also provided support for the facility or location.

Human Rights Commissioner Scott Youngs commented that this is a complicated issue that still needs to be discussed, rather than jumping right to the policy process. He said it may be beneficial for the city to make a statement about what is or isn't acceptable. Finally, he said cost will be a major factor, but determining who is paying for what is not necessary at this point

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in the discussion.

Human Rights Commissioner Atty Garfinkel talked about language within the proposed policy that she finds problematic, specifically its subjectivity. She said language such as “appropriate notice” or “groups who would be affected” should be much more specific. Finally, she said the public notice process could cause frustration due to the maximum number of days proposed.

Human Rights Commissioner Erin Eddings talked about this process as laying the groundwork for making rational decisions in the future. She said she likes the idea that established commissions are being used rather than reinventing the wheel.

She continued by talking about the concerns and respect she has for families or individuals who donate land. She said that careful consideration should be given to not be discouraging of those wishing to honor their loved ones but to also be good custodians of the land.

Commissioner Eddings talked about striking a balance between personal recognition, historic preservation and respect for cultural context. Finally, she encouraged patience to come to careful and innovative considerations of the proposals.

Human Rights Commissioner Henry Sotelo talked about our ever evolving culture and country. He said he respects that the public is empowered to participate in these types of actions. He said the creation of this committee should be deliberate which will make it a better, more detailed process.

He referenced the comment made by Commissioner Garfinkel about the length of the process, but he said he feels it should be slower to ensure proper deliberations and access to everyone.

Finally, Commissioner Sotelo commented that what is created here can be changed and corrected as it evolves in the future.

Human Rights Commissioner Alexis Adams commented that this is a touchy subject, especially for residents that have lived in the area for many years. She said there should be a balance that considers and respects the public’s point of view and opinions. She said there needs to be more public comment.

She also said she is concerned that the cost should not be unaffordable for those who may have an opinion. Finally, she too feels the word “discouraged” needs to be changed.

Human Rights Commissioner Marco A Castro-bojorquez began by talking about how the city belongs to everyone. He continued by saying there are people such as himself living with historical trauma and Post Traumatic Stress Disorder because of the actions of some people in positions of power and also by previous generations. He wished for everyone to exercise empathy, humility and solidarity with others.

Finally, he provided statistics about Native American historical and generational trauma.

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Human Rights Commissioner Thomas Hassen commented that there is a difference between remembering history and memorializing it. He said history must be placed in its appropriate context, which may be textbooks and museums rather than on plaques in public places.

He continued by acknowledging the uncomfortability of change, but that most would agree change has been for the better.

Commissioner Hassen commented that if the renaming committee and the City Council agrees to rename public facilities, the city should fund the change rather than private individuals.

Finally, he said he agrees with the suggestion that the committee be made up of selected members for the duration of the year.

Human Rights Commissioner Zeina Barkawi commented that the process should be accessible, affordable, transparent and inclusive. She also said the committee should be diverse with differing perspectives.

She said she liked the comment from Commissioner Hassen about history being something to learn from but not necessarily something to memorialize. She talked about oppressed groups seeing a symbol of their oppression everyday is different from the uncomfortable feeling some may experience by the breaking of tradition or by change itself.

Commissioner Barkawi said the funding of an approved renaming project should be thoughtful to avoid even the appearance of conflicts of interest. She also said the applications should not receive a value judgment to ensure the process is fair.

Historical Resources Commission Chair Bradley Carlson provided comments on the draft document. He asked if the Nevada Historical Society should be named on the committee list as they are named in the Nevada Revised Statutes (NRS.)

He referenced a previous comment that there should be differentiation in the document between the naming and renaming of an existing facility.

Chair Carlson referred to Commissioner Young's comment regarding the ability of commissioners to make a name change application. He said as citizens and residents of the community, the commissioners should be able to submit applications, but in doing so they must recuse themselves from the decision process. He then asked if a commission could make a recommendation.

Finally, he agreed with Commissioner Savoy's suggestion that committee members be selected annually rather than ad hoc.

Historical Resources Commissioner Deborah Hinman said there have been many interesting comments, one of which was Commissioner Savoy's about the term "discouraged" which she agreed should be reworded.

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She asked for clarification about the cost structure and asked if the applicant would only be financially responsible for the application fee, and not the costs of implementing the change. Claudia Hanson, Planning Manager said the nominal application fee is to keep out frivolous applications but also that depending on the City's financial situation, the applicant may have to enter into a financial agreement with the City to fund the change. She acknowledged that this may prohibit some groups from moving forward but the City's budget has to be considered. Commissioner Hinman agreed that the application fee is necessary for its stated purpose.

Historical Resources Commission Vice-Chair Emerson Marcus recommended the addition of verbiage that allows for the public to provide compelling documented community support for a name change application that may not meet all of the established criteria.

He pointed out a possible typo between the old and new versions of the draft. Claudia Hanson, Planning Manager said that was due to the merging of two documents. She added that the merged draft will deal with all city facilities. She said if the application deals with a park or trail head, that will require an additional meeting of the Recreation and Parks Commission.

Vice-Chair Marcus referred to a draft sentence that said parks and other facilities named by deed restrictions cannot be considered for renaming. He said the Newlands deed says there would be a Newlands memorial rather than a park and asked if that should be clarified. Claudia Hanson, Planning Manager said since every deed is written differently, every proposal would be run by the city attorneys to determine what is possible.

Finally, Vice-Chair Marcus took exception to the idea that these are just names. He said the names are a part of the city's history. He said for 30 years, Newlands was one of the most important figures in Nevada History, even if he had poor qualities.

Historical Resources Commissioner Paul Ferrari commented about the importance of not forgetting our history as it's a memorial in itself. He warned against trying to transport today's viewpoints back 150 years. To highlight this, he spoke about the Taliban and how they destroyed the monuments, memorials and written history of the lands they conquered because they didn't conform to their view of current society.

Historical Resources Commissioner Melinda Gustin agreed with Commissioners Hassen and Ferrari about history and said she may be in favor of grandfathering in some existing names.

She asked Recreation and Parks Manager Mann and Claudia Hanson, Planning Manager if they were aware of any facilities that have had a name change. Claudia Hanson, Planning Manager said that was discussed and none were identified. She said the only street names she could think of were Damonte and Del Monte. Recreation and Parks Director Schroeder identified the Northeast Community Center that was renamed after Evelyn Mount. Commissioner Gustin said that the existing ordinance on the books at that time may be something to expand on.

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She too highlighted the verbiage in the draft speaking to parks versus facilities and reiterated the suggestion for clarity on that wording.

Commissioner Gustin spoke about the fees and said they should be in line with other fees changed by the city. She said finding funding for historic markers within the Historical Resources Commission is an issue, and said the group or individual proposing the name change should be responsible for funding that change.

Finally, she asked the group to consider how all parks are used and how to make them more inclusive and comfortable for those who have issues with existing signage.

Historical Resources Commissioner Gregory Erny said it's important that the process needs to be inclusive and something the public feels is open and inviting to participate in.

He also highlighted the term "discouraged" and said there is language that captures the spirit and reasoning better.

Commissioner Erny spoke to earlier comments about speeding up the timeline. He said the timeline should be deliberate that allows adequate time for input and careful deliberation.

He disagreed with making the draft more specific. He is in favor of allowing the committees to make decisions on a case by case basis rather than being too prescriptive.

Lastly, he said the process should be respectful of the present as well as the past.

Douglas Erwin, commented that deed restrictions should not automatically be grounds for elimination as they are all unique and vague and can be worked with.

He commented on the timeline and said it could be confusing, but he said he supports an open and transparent process. He added that the timeline and process for renaming should be different from naming as renaming is a more complicated issue. He asked if the policy applies to monuments and art pieces or just facilities and parks. Claudia Hanson, Planning Manager answered it would be for facilities and parks, with monuments and the like with its own separate process.

Douglas Erwin commented that the application fee should be reasonable but perhaps the change costs could be flexible depending on the reason for the change.

He said the criteria is important and should align with stated city values. He also suggested looking to other communities that have faced similar issues for models that have been successful and to not have to build the process from the ground up.

Melanie Rudnick agreed with Douglas Erwin that the process could piggyback off of other cities' experiences.

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She also questioned if the naming of artist's pieces has any bearing on this process.

Claudia Hanson, Planning Manager asked for additional comments from the commissioners.

Recreation and Parks Commissioner Thomas Petersen asked the group to consider that a memorial to a person with a bad history could be damaged by someone who disagrees with that memorialization.

Recreation and Parks Commissioner David Pritchett talked about the motions he entered into the chat.

Recreation and Parks Commissioner Mac Rossi asked if the Newlands family had been contacted for their comments about a name change. He also asked why the land needs to be changed and if there are other options other than a name change

Human Rights Commissioner Alex Goff talked about state legislative processes and federal acts that allowed people to amend CC&Rs to remove restrictive language, such as those that prevented homes from being sold to certain minorities. He said historically many people within the city were not allowed to participate in the original naming of these items. He said this process has to provide these minorities and the community the ability to have a say in the naming process.

Human Rights Commissioner Sean Savoy wanted to clarify his opinion that the funding of a name change has to be a consideration of the committee and ultimately the City Council. He said beyond the application fee, the onus for funding should be on the City.

Secondly, he suggested the committees review procedures for naming of art or monuments to see if there are any discrepancies.

Commissioner Savoy said a clarification of the definition of facilities may be helpful for the application process.

He also suggested ensuring the policy is aligned with human dignity and social justice statements already adopted by the City.

Human Rights Commissioner Scott Youngs agreed with Commissioner Savoy about aligning with the City's overarching vision or mission statement. He said the most difficult part will be to ensure the process is clear, public facing and that it gives everyone the same opportunities for input.

Commissioner Youngs said he still has an issue with the application fee, saying it may prevent someone on a fixed income with the opportunity to provide good ideas. He said a \$100 application fee may not prevent frivolous applications as intended.

Human Rights Commissioner Atty Garfinkel talked about the application fee and that it may give

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the impression that only the wealthy are invited to participate. She asked that the language get worked out to avoid it having a pay-to-play message.

Human Rights Commissioner Erin Eddings talked about ensuring all voices are brought to the table. She said historically, naming of monuments and items has mostly been represented by the dominant, landowning majority and she encouraged that a balanced and thoughtful nature is a key part of this process.

Human Rights Commissioner Henry Sotelo praised the collaboration and varying points of view of the commissioners and specifically thanked Commissioners Goff, Eddings and Castro-bojorquez.

Human Rights Commissioner Marco A Castro-bojorquez thanked the commenters for their input and said he hoped his contributions were taken in the light he intended. He said he hoped these conversations could be the start of a larger conversation about institutionalized racism.

Human Rights Commissioner Thomas Hassen referenced back to his opposition to the cost issues, saying that requiring the full cost of a public facility's name change be funded by the applicant is exclusionary and essentially saying the wealthy can do whatever they want. He stressed there should not be any provisions in this policy that are presented in that way.

Human Rights Commissioner Zeina Barkawi referenced comments about names not just being names. She agreed and said they symbolize something to someone and that determining the appropriateness of them based on different perspectives is what this process is attempting to figure out.

Historical Resources Commission Chair Bradley Carlson talked about making the process deliberate and directed but not restricted. He said an overarching statement could set the tone for the document and specify the goals of the committee.

He talked about context being very important in the anchoring of the city's history.

Chair Carlson said layering of interpretive information could be an opportunity to be inclusive of overlooked groups, and highlighted a similar comment from Commissioner Young to the same effect.

He suggested the application should require the applicant to make the case why the name change holds merit, as well as provide a method for the applicant to suggest funding methods for the name change.

Chair Carlson referred to comments by Commissioner Peterson regarding monuments under trees or on park benches. He said vetting of historical memorialized monuments can be very tricky, especially when scaled up to a park or building.

Lastly, he said Lynne Barker's comments were very well thought out and are worth considering.

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Historical Resources Commission Vice-Chair Emerson Marcus wanted to articulate his comments from earlier regarding Newlands. He meant to say Newlands was an important figure, not the most important.

He talked about the role of a historian grappling with tough debates such as the case of Newlands, and to consider examples, such as his opposition to the 15th Amendment in the discussion for a name change of the Newlands community.

Historical Resources Commissioner Melinda Gustin asked for the number of public members attending this meeting. Department of Information Technology, providing technical support for the meeting, said there were 13 members currently. Commissioner Gustin used this information to talk about drafting a timeline that would allow more people to have access to the process.

She said it's premature to vote on motions at this meeting. She said comments from this meeting should be distilled into a future draft by a working committee or group, which would hammer out the specifics and bring a draft forward for a vote.

Commissioner Gustin talked about there being a differentiation between naming of new facilities and previously named facilities. She said historic and conservation districts may have differing criteria.

She said there needs to be in-depth discussions that consider the approach to life in the past compared to now, while not eliminating history that has transpired.

Lastly, she said land that is privately owned and donated to the City for public use should be given different consideration from property already owned by the City.

Douglas Erwin, said it's important that the application fee cover the city's ability to provide an overall cost estimate to the applicant, which would be very difficult for a private citizen to determine on their own.

He said he liked the comment by Chair Carlson that someone on a commission should be able to propose a name change. He said he didn't see any inherent conflict of interest as there is no monetary gain.

He thanked Vice-Chair Marcus for his clarifying statement about Newlands. He said he knows historians are working to wrap their minds around these types of subjects.

Lastly, he commented on historic districts and said that if previous naming decisions were made using the same level of openness and diversity as is being used now, he would feel different about them.

Claudia Hanson, Planning Manager thanked the group for their constructive comments and openness to varying opinions. She agreed it would be premature to vote on the draft document in its current form, and said she would take the comments, revise the draft and send it back out.

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She said another group meeting isn't necessary as each individual commission can act on the revised draft.

Chair Bradley Carlson asked how this meeting would be minuted and requested a bulleted list of suggestions in addition to a revised draft. He said that would give each commission the ability to vet ideas in their own work sessions. Claudia Hanson, Planning Manager said obvious changes will be made to the draft, along with either footnotes or a subsection of the discussion. She also identified multiple methods of documenting the meeting in real time.

Councilmember Naomi Duerr praised the attendee's ability to articulate their differing points of view while maintaining a high level of dialog. She also complimented Claudia Hanson, Planning Manager for her ability to manage such a large group.

She commented that she doesn't foresee individuals having to pay to rename a particular place. She said if the City Council makes a name change decision, the Council will pay for it. She said the nominal application fee should be in the \$50 range.

Councilmember Duerr said she believes anyone serving on a commission or the commission itself should be able to propose a name change.

She said she agrees with Chair Carlson's request of a bulleted list of suggestions for each committee to use at each of the respective committee's meetings.

Chair Carlson thanked the public commenters for their input.

**C. Public Comment**

There were no additional public comments.

Recreation and Parks Manager Jeff Mann followed up on earlier comments about trees and benches. He said there is a separate program to allow for donation of trees or benches that is approved administratively. He said anything more extensive goes to the Recreation and Parks Commission for approval.

**D. Adjournment (For Possible Action)**

The meeting was adjourned at 6:29 PM

Attachment 1  
**August 13, 2020 Joint Meeting Suggestions**

**Funding suggestions**

- Nominal fee accessible to everyone
- Costs to produce signage and monuments borne by the applicant
- Cost should be part of the decision making criteria used to determine if a name change application is valid
- City should fund the change rather than private individuals
- Cost of public facility's name change not exclusionary
- Work language to avoid having a pay-to-play message
- Applicant to suggest funding methods for the name change
- Application fee cover the city's ability to provide overall cost estimate to the applicant

**Draft policy suggestions**

- 60 day timeline rather than 120 days
- Naming done posthumously in case the person changes negatively later in their life
- Add specific consideration criteria to help the committee make decisions
- Document more clear when discussing naming vs. renaming
- Replace the term 'discouraged' with more positive word
- Criteria to be developed to help determine the reason a person is being recommended for the renaming honor
- City to make a statement about what is or isn't acceptable
- Language such as "appropriate notice" or "groups who would be affected" should be more specific
- Pace should be slower to ensure proper deliberations and access to everyone
- Commissioners should be able to submit applications, but must recuse themselves from the decision process
- Addition of verbiage to allow for the public to provide compelling documented community support for a name change application that may not meet all of the established criteria
- Grandfathering of some existing names
- Consider parks usage and how to make them more inclusive and comfortable for those who have issues with existing signage

Attachment 1  
**August 13, 2020 Joint Meeting Suggestions**

- Process to be inclusive, open and inviting to public
- Timeline should be deliberate that allows adequate time for input and careful deliberation
- Allow committees to make decisions on a case by case basis rather than policy being too prescriptive
- Deed restrictions not automatically grounds for elimination
- Timeline and process for renaming different from naming as renaming is a more complicated
- Change costs flexible depending on the reason for the change
- Criteria should align with stated city values
- Look to other communities for successful models to not build the process from the ground up
- Piggyback off of other cities' experiences
- Has to provide minorities and the community the ability to have a say in the naming process
- Review procedures for naming of art or monuments for any discrepancies
- Clarify the definition of facilities
- Ensure policy is aligned with City's adopted human dignity and social justice statements
- Layering of interpretive information could be an opportunity to be inclusive of overlooked groups
- Require the applicant to make the case why the name change holds merit
- Timeline should allow more people access to the process
- Privately owned land donated to the city for public use given different consideration from property already owned by the city

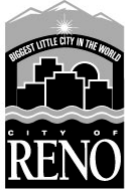
**Committee suggestions**

- Made up of members of each commission as well as three public members, with city staff being non-voting members
- Members appointed annually rather than ad hoc
- Committee should be diverse with differing perspectives



**August 13, 2020 Joint Meeting Suggestions**

- Should Nevada Historical Society be named to the committee list?



Attachment 2  
AGENDA

Joint Meeting

HISTORICAL RESOURCES COMMISSION  
HUMAN RIGHTS COMMISSION  
RECREATION AND PARKS COMMISSION  
**TELECONFERENCE MEETING**

*Please note that pursuant to this agenda, three public bodies are meeting, and each may take action separately on each item.*

**Thursday, August 13, 2020 • 4:00 PM**

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**Public Comment:** No action may be taken on a matter raised under general public comment until the matter is included on a subsequent agenda as an action item. Public comment is limited to three (3) minutes per person. Pursuant to Section 2 of Directive 006, members of the public may submit public comment by leaving a voicemail at (775) 870-0181. Messages received prior to 4:00 p.m. on the day before the meeting will be transcribed, provided to the Commissions for review, and entered into the record. Public Comment may also be submitted by emailing: [hansonc@reno.gov](mailto:hansonc@reno.gov) or by completing the registration for the meeting using the following link: [https://zoom.us/webinar/register/WN\\_ZdgZZ9kOTBSqbZnHU7Vu1A](https://zoom.us/webinar/register/WN_ZdgZZ9kOTBSqbZnHU7Vu1A)

**Public Notice:** Pursuant to Section 1 of the Declaration of Emergency Directive 006 ("Directive 006"), the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate has been suspended. Moreover, pursuant to Section 3 of Directive 006, the requirements contained in NRS 241.020(4)(a) that public notice agendas be posted at physical locations within the State of Nevada has likewise been suspended. See, [http://gov.nv.gov/uploadedFiles/govnewnv.gov/Content/News/Emergency\\_Orders/2020/DeclarationofEmergencyDirective006reOML.3-21-20.pdf](http://gov.nv.gov/uploadedFiles/govnewnv.gov/Content/News/Emergency_Orders/2020/DeclarationofEmergencyDirective006reOML.3-21-20.pdf)

This agenda has been electronically posted in compliance with NRS 241.020(3) at <http://www.reno.gov>, and NRS 232.2175 at <https://notice.nv.gov/>. To obtain further documentation regarding posting, please contact Ashley D. Turney, City Clerk, 1 East First Street, Reno, NV 89501, (775) 334-2030; [turneya@reno.gov](mailto:turneya@reno.gov).

**Accommodations:** Reasonable efforts will be made to assist and accommodate physically disabled persons to participate in the meeting. Please contact the City Clerk's Office at (775) 334-2030 in advance so that arrangements can be made.

**Supporting Material:** Pursuant to Section 5 of Directive 006, the requirement contained in NRS 241.020(3)(c) that physical locations be available for the public to receive supporting material for public meetings has been suspended. Staff reports and supporting material for the meeting are available on the City's website at <http://www.reno.gov>. Pursuant to NRS 241.020(8), supporting material is made available to the general public at the same time it is provided to the Commission bodies.

**Order of Business:** Items on the agenda may be taken out of order. The Commissions may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. See, NRS 241.020(3)(d)(6). Items scheduled to be heard at a specific time will be heard no earlier than the stated time, but may be heard later.

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**A Introductory Items**

**A.1 Call to Order**

**A.2 Roll Call (establish quorum, meeting leadership and protocols if necessary)**

- A.3 Public Comment** *(This item is for either public comment on any action item or for any general public comment and is limited to no more than three minutes. Comments are to be addressed to the Commissions as a whole and not directed to or at individuals, presenters or staff members.)*
- A.4 Approval of the Agenda (For Possible Action) - August 13, 2020.**
- B Review, discussion and possible recommendations to City Council regarding City guidelines and policy relating to naming or renaming City streets, parks and other facilities. (For Possible Action)**
- C Public Comment** *(This item is for either public comment on any action item or for any general public comment and is limited to no more than three minutes. Comments are to be addressed to the Commissions as a whole and not directed to or at individuals, presenters or staff members.)*
- D Adjournment (For Possible Action)**



## Office of the City Manager

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### MEMORANDUM

**DATE:** August 7, 2020

**TO:** Historical Resources Commission  
Human Rights Commission  
Recreation and Parks Commission

**FROM:** Claudia C. Hanson, AICP, Planning Manager

**SUBJECT:** **August 13, 2020 Joint Commission Meeting to Review Draft Policy Related to Naming and Renaming of Facilities**

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The City of Reno is hosting a joint meeting of the Historical Resources Commission, the Human Rights Commission, the Recreation and Parks Commission, and the Reno Arts and Culture Commission. The primary purpose of the meeting is to review and discuss the existing City guidelines regarding the naming or renaming of parks within the City of Reno and make any recommendations that may strengthen or clarify the naming/renaming guidelines. The recommendations will support an update of the current guidelines for parks and potential establishment of City wide policy to be used when naming or renaming City controlled streets, parks, buildings, and other facilities. It should be noted that street naming is coordinated through Washoe County, although City of Reno staff participates in the review process. Attached to this memo are the existing City of Reno park naming guidelines; NRS 327.100-150 (Geographic Names) outlining the procedure for the Nevada State Board on Geographic Names for the evaluation of any proposed changes to names of geographic features; and a draft policy which combines these two documents to determine the process when considering the renaming of City of Reno facilities.

It is not the purpose of this meeting, nor is it identified on the agenda, to discuss the names of specific City facilities. Once an updated process is established, any applications received by the City of Reno to name or rename any City facility will be reviewed following the established process.

Attention has increased on the placement and purpose of monuments. According to City staff, there are only two monuments on City properties. One is a statue of General Reno, the namesake of the City, located at 150 South Virginia Street. The second one is the remains of a monument located within the deed restricted Newlands Park. This monument and the associated park and playground were dedicated and deed restricted by the widow and daughters of Francis G. Newlands, in memoriam. All that remains on this monument is Newlands' name, years of birth/death and the following words, which appear to be from the Bible: *In the wilderness shall waters break-out and streams in the desert. The desert shall rejoice and blossom as the rose. Mountains and hills shall break forth before you into singing and a highway shall be there and a way for wayfaring men. The people shall dwell in quiet and assurance forever.* It appears that there was an image of Newlands on the monument, which was vandalized/removed some time ago. No other information is on the monument. There are also a variety of small plaques throughout the city which identify individuals or dedicate improvements (e.g. trees and benches) in memory of individuals.

## Attachment 2

Following any recommendations to update City guidelines and potentially create City policy regarding the naming of City controlled facilities, staff will amend the guidelines and/or potentially write new policy, through final approval by the City Manager. Once guidelines are modified or new policies are created, any proposed modifications to names of specific facilities will follow the identified process.

# DRAFT

## PROCEDURAL REQUIREMENTS TO NAME OR RENAME

### CITY OF RENO FACILITIES

- A. Purpose
  - a. To establish a formal process and procedure for naming City facilities including but not limited to parklands, trails, buildings, streets, and other facilities.
- B. Objectives
  - a. Provide name identification for individual facilities.
  - b. Provide for citizen input in the process of naming/renaming facilities.
  - c. Insure control for the naming of facilities by the City Council with appropriate recommendations and input.
- C. Applications - Filing of application required.
  - a. All requests to name or rename a City of Reno facility, including, but not limited to all streets, parks, buildings, and trails requires an application to be submitted to the Office of the City Manager. The application form shall be made available at [www.reno.gov](http://www.reno.gov)
  - b. All applications shall include a contact person(s) that will be available to represent the proposal.
  - c. The application fee shall be established through the City of Reno fee resolution.
  - d. At a minimum, applications shall contain:
    - i. The existing name of the facility and the history of how the name was established.
    - ii. The proposed name and a detailed explanation of the reasoning behind the proposed name.
    - iii. Financial analysis of what the name change will cost and the funding source. Applicants should coordinate with City staff on this portion to determine what costs would be associated with the proposal. Cost should not be a determining factor in a proposal, but it could impact the implementation of any approved application.
  - e. Any person, group, or agency may propose a change in or the addition of any name of a City of Reno facility through submittal of the application process and the associated fee.
- D. Review
  - a. A committee shall be formed when applications are received. The committee shall be comprised of one member from each of the following:
    - i. Human Rights Commission
    - ii. Historical Resources Commission
    - iii. Recreation & Parks Commission
    - iv. Arts & Culture Commission
    - v. Public Works Department staff

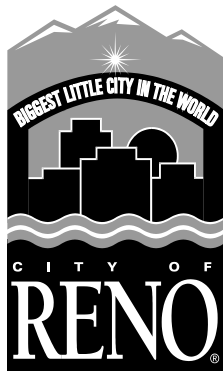
## Attachment 2

- vi. Parks & Recreation Department staff
  - vii. Office of the City Manager staff
  - b. Each commission shall designate a representative and one alternative for this purpose. An applicant shall not be a member of the committee or any of the represented commissions listed in “a” above.
  - c. It will be the responsibility of this committee to evaluate all proposals for changes in or additions to names of City facilities to determine the most appropriate and acceptable names for use on signs, maps, and official documents.
  - d. The committee shall make a recommendation to City Council based on a majority vote of the committee. Justification, explanation, and historical facts should accompany any recommendation which is forwarded to the City Council.
  - e. The committee shall, through outreach by City of Reno staff, solicit comments from the general public and those with knowledge of or expertise in local or state history, geography, or culture.
  - f. Appropriate notice shall be given to persons and groups who would be affected by the proposal or might have an interest in the proposal. This notice at a minimum shall be through [www.reno.gov](http://www.reno.gov). Notice of a proposed renaming of a facility site shall also include a posting on the site a minimum of 30 days prior to the second public meeting identified below.
  - g. The naming of new streets shall be decided through the Washoe County Street Naming Committee. The renaming of streets within the City of Reno shall follow the process outlined within this policy.
- E. Public Involvement
- a. The committee shall hold the first of three public meetings within 60 days of receipt of an application. This initial public meeting will be the presentation of the proposal, preliminary consideration of the proposal, and request for comments.
  - b. A second public meeting shall be held between 60 and 90 days following the initial meeting. This timeline may be extended by the City Manager or his/her designee. The purpose of this meeting shall be to receive public comment related to the proposal.
  - c. A third public meeting shall be held between 60 and 90 days following the second meeting. The purpose of the third public meeting is for the committee to discuss the proposal and public comments; and determine a final recommendation to City Council.
  - d. If a park or trail is the subject of a proposal, the Recreation and Parks Commission shall review the proposal and provide comments at one of their regular meetings occurring at least ten days prior to the third public meeting described in item “c” above.
- F. City Council Decision
- a. The recommendation of the committee shall be forwarded to the City Council within 30 days of the third public meeting.
  - b. City Council may request additional information prior to any decision.
  - c. City Council will make the final decision on the naming of any City facility.
  - d. Whenever the City Council takes final action on a proposal, the City of Reno shall notify the person, group, or agency who submitted the proposal and anyone who submitted comments during the process, which were accompanied by a valid email address. The final decision shall also be published at [www.reno.gov](http://www.reno.gov)

## Attachment 2

- G. Qualifying Names – It is the intent of these procedures to recommend names for the identification of City facilities to the City Council. These names should provide some form of individual identity related to:
- a. The geographic location of the facility;
  - b. An outstanding feature of the facility;
  - c. The adjoining subdivision or major street;
  - d. Commonly recognized historical event, group, or individual;
  - e. An individual or group who contributed significantly to the acquisition or development of the individual facility or provided a service in the interest of City facilities or services. It is strongly recommended that the name of any individual be considered posthumously. However, discretion may be given to consider a name of a living person under compelling circumstances.
  - f. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park or facility or to the park system overall. A person providing volunteer work at a particular park would not typically be considered for naming unless the volunteer work was significant to the overall park system or the City as a whole.
  - g. The naming or renaming of a facility from or to the name of an individual must be accompanied by a biographical sketch which shall provide evidence of the contributions to the facility or overall city facilities and services.
  - h. Longevity in government service does not guarantee the naming of a facility after an individual.
- H. Facility Renaming
- a. The renaming of any facility is strongly discouraged. Parks or other facilities named by deed restriction cannot be considered for renaming.
  - b. In order for a facility to be considered for renaming the following must occur:
    - i. The proposed name must qualify under this policy.
    - ii. The person, group, or agency proposing the name change enter into a written agreement with the City of Reno to incur all costs associated with renaming including signage, brochures, publications, and administrative fees. City of Reno contribution to the associated costs may be approved by City Council but are not guaranteed.
  - c. Consideration of a proposed renaming will be subject to the review process stated above.
  - d. The proposed rename will be posted on [www.reno.gov](http://www.reno.gov) and on the subject facility site, a minimum of 30 days prior to the second public meeting.
- I. Other Naming Alternatives
- a. Facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the City Council per NRS.





**CITY OF RENO  
PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT  
PARK AND FACILITY NAMING GUIDELINES**

**Purpose**

To establish a formal process and procedure for naming parklands, trails and facilities under the jurisdiction of the Parks, Recreation and Community Services Department.

**I. Objectives**

- A. Provide name identification for individual parks.
- B. Provide name identification wherever appropriate for buildings, structures, facilities, and specified areas.
- C. Provide for citizen input in the process of naming parks and facilities as enumerated above.
- D. Insure control for the naming of parks and facilities by the City Council with the recommendations of the City of Reno Recreation and Parks Commission and the Director of Parks, Recreation and Community Services (PRCS).

**II. Qualifying Names**

It is the intent of the PRCS Director and the Recreation & Parks Commission to recommend names for the identification of parks and facilities to the City Council. These names should provide some form of individual identity related to:

- A. The geographic location of the facility;
- B. An outstanding feature of the facility;
- C. The adjoining subdivision or major street;
- D. Commonly recognized historical event, group or individual;
- E. An individual or group who contributed significantly to the acquisition or development of the individual facility or provided a service in the interest of the park system as a whole. It is strongly encouraged that the recommended name to be considered be received posthumously. However, the Recreation and Parks Commission and PRCS Director have the discretion to consider a name of a living person under compelling circumstances.

**III. Naming Process**

- A. A list of names shall be kept on file in the office of the Director of the City of Reno Parks, Recreation and Community Services Department.

## Attachment 2

- B. A "PARK NAME APPLICATION" and a "PARK & FACILITY NAMING POLICY shall be obtained" from the City of Reno PRCS Department.
- C. The "PARK NAME APPLICATION" or equivalent information shall be completed and submitted to the Recreation and Parks Commission Secretary ten (10) days prior to a Commission agenda for consideration.
- D. Public notice of the opportunity to submit names will be published once in the City's official newspaper. The public will then have a thirty (30) day period to submit names. The PRCS Director will also notify, in writing, the Neighborhood Advisory Board ("NAB") which represents the neighborhood of the proposed park, facility, etc. Citizen comments and recommendations must be in writing to the PRCS Director and be postmarked within the thirty (30) day public notice period.
- E. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park or facility or to the park system overall. A person providing volunteer work at a particular park would not normally be considered for naming unless the volunteer work was significant to the overall park system or the City as a whole. It is strongly encouraged that the recommended name be received posthumously, although the PRCS Director and Recreation and Parks Commission have the discretion to consider the name of an individual, and must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, facility or park system overall.
- F. At the end of the thirty (30) day public notice period, the PRCS Director shall submit the proposed names as well as a summary of the comments and recommendations received to the Recreation and Parks Commission for its review.
- G. The Recreation and Parks Commission shall review the list on file in the office of the Director of PRCS for consideration at a regularly scheduled or special meeting of the Commission.
- H. The City of Reno Recreation and Parks Commission shall forward its recommendation, along with all other names submitted, and justification for such recommendation to the City Manager and Council for confirmation.
- I. The Reno City Manager and Council shall forward the final Council decision or its recommendation to the PRCS Director for implementation or denial. The PRCS Director shall inform the Commission of the final Council decision.
- J. The process shall abide by all City of Reno Municipal Codes and Ordinances related to Public Display Advertisement and Billboard regulations

Note: Longevity in government service does not guarantee the naming of a park, park facility or amenity after an individual.

**IV. Park Renaming**

- A. The renaming of parks and facilities is strongly discouraged. Parks named by deed restriction cannot be considered for renaming.
- B. In order for a park or facility to be considered for renaming the following must occur:
  - 1. The recommended name must qualify according to Section II of this policy, and;
  - 2. be accompanied by a petition from the particular park or facility users, or recommended by staff, and;
  - 3. that the sponsoring party enter into a written agreement with the PRCS Director to incur all costs associated with renaming including signage, brochures, publications and administrative fees.
- C. If all of the above conditions are met, public notice of the proposed rename change will be published in the City's official newspaper. The PRCS Director will also notify, in writing, the Neighborhood Advisory Board (NAB) which represents the neighborhood of the proposed rename for a park, facility, etc. Citizen comments and recommendations must be in writing to the PRCS Director and be postmarked within the thirty (30) day public notice period.
- D. At the end of the thirty (30) day public notice period, the PRCS Director shall submit a summary of the comments and recommendations received to the Recreation and Parks Commission for its review.
- E. If approved by the Recreation and Parks Commission, the final recommendation shall be submitted to the City Council for its review and approval.

**V. Other Naming Alternatives**

- A. Parks that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the City Council with the endorsement of the Recreation and Parks Commission.
- B. Facilities within parks, i.e., playgrounds, picnic shelters, etc. may be considered as an alternative to the park naming, subject to approval by the City Council with the endorsement of the Recreation and Parks Commission.

Attachment 2

**City of Reno  
PARK NAME REQUEST APPLICATION**

Date: \_\_\_\_\_

Sponsoring Person or Group: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone: \_\_\_\_\_(home)\_\_\_\_\_ (work)

Park location (and/or area within park): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Suggested Park, Recreational Facility or Amenity Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supportive information for suggested name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which name classification is being chosen (Geographical, Donor, Names of People)

\_\_\_\_\_

Agenda date for Recreation & Parks Commission: \_\_\_\_\_

## Attachment 2

### **GEOGRAPHIC NAMES**

**NRS 327.100 “Board” defined.** As used in [NRS 327.110](#) to [327.150](#), inclusive, unless the context otherwise requires, the term “Board” means the Nevada State Board on Geographic Names.

(Added to NRS by [1985, 588](#))

**NRS 327.110 Nevada State Board on Geographic Names: Creation; purpose.** The Nevada State Board on Geographic Names is hereby created to coordinate and approve geographic names within the State for official recommendation to the United States Board on Geographic Names.

(Added to NRS by [1985, 588](#))

**NRS 327.120 Nevada State Board on Geographic Names: Composition.** The Board consists of:

1. One representative of each of the following agencies or organizations:

- (a) Bureau of Mines and Geology of the State of Nevada.
- (b) Faculty of the University of Nevada, Reno.
- (c) Faculty of the University of Nevada, Las Vegas.
- (d) Division of State Library, Archives and Public Records of the Department of Administration.
- (e) Department of Transportation of the State.
- (f) State Department of Conservation and Natural Resources.
- (g) Nevada Historical Society.
- (h) United States Bureau of Land Management.
- (i) United States Forest Service.
- (j) United States National Park Service.
- (k) Inter-Tribal Council of Nevada, Inc., or its successor organization.

↳ Each agency or organization shall designate a representative and one alternative representative for this purpose.

2. An Executive Secretary who is a nonvoting member of the Board. The State Resident Cartographer shall serve in this position. If there is not such a cartographer, the voting members of the Board shall select the Executive Secretary.

(Added to NRS by [1985, 588](#); A [1993, 507](#); [2017, 432](#))

**NRS 327.130 Nevada State Board on Geographic Names: Officers; rules; quorum; meetings; compensation.**

1. The Board shall designate from among its members a Chair and a Vice Chair and shall adopt rules for its own management.

2. A majority of the voting members of the Board constitutes a quorum for the transaction of business.

3. The Board shall meet at such times and places as are specified by the Chair, but may not hold more than four meetings in any 1 year.

4. Members of the Board shall serve without compensation, travel expenses or subsistence allowances except as they may be provided by the members’ respective agencies and organizations.

(Added to NRS by [1985, 588](#))

**NRS 327.140 Nevada State Board on Geographic Names: Powers and duties.**

1. The Board shall:

(a) Receive and evaluate all proposals for changes in or additions to names of geographic features and places in the State to determine the most appropriate and acceptable names for use in maps and official documents of all levels of government.

(b) Make official recommendations on behalf of the State with respect to each proposal.

(c) Assist and cooperate with the United States Board on Geographic Names in matters relating to names of geographic features and places in Nevada.

(d) Maintain a list of advisers who have special knowledge of or expertise in Nevada history, geography or culture and consult with those advisers on a regular basis in the course of its work.

2. The Board may:

(a) Adopt regulations to assist in carrying out the functions and duties assigned to it by law.

(b) Initiate proposals for changes in or additions to geographic names in the State. Any proposal initiated by the Board must be evaluated in accordance with the same procedures prescribed for the consideration of other proposals.

(Added to NRS by [1985, 588](#))

## Attachment 2

### **NRS 327.150 Changes in or additions of geographic names: Submission of proposal; preliminary consideration; final action and notice.**

1. Any person, group or agency of federal, state or local government may propose a change in or the addition of any geographic name within the State by submitting it to the Board for evaluation and recommendation.
2. Upon receipt of any such proposal, together with sufficient supporting information, the Board shall:
  - (a) Place the proposal on the agenda for preliminary consideration at its next meeting.
  - (b) Give appropriate notice to persons and groups who are affected by the proposal or might have an interest in it.
  - (c) Provide opportunities for public comment.
  - (d) Conduct such research and field investigations as it deems necessary.
3. The Board may not take final action on any proposal until it has been given preliminary consideration at one or more previous meetings.
4. Whenever the Board takes final action on a proposal, it shall notify the person, group or agency who submitted the proposal and shall transmit the official recommendation to the United States Board on Geographic Names.

(Added to NRS by [1985, 589](#))